

INSTRUCTIONS FOR COMPLETING PAGE 1

The grant application form may be downloaded from the following DCJS web site at <http://www.dcjs.virginia.gov/forms/sectionForms.cfm?code=7&menuLevel=10&mID=6>

GRANT PROGRAM – This is the “Byrne Memorial/COJ Program

Applicant Jurisdiction - Use this space to provide the name of the locality or state agency applying.

Applicant FIN – Use this space to provide the applicant’s federal Identification number.

Jurisdiction(s) Served - List all localities to be served; or indicate "statewide" if that is appropriate.

Program Title - List the specific title of the grant program category, if any, under which you are requesting funds: Correctional Programs; Drug Courts; Crime Prevention; Enhancing Drug Enforcement;

Grant Period - Provide the proposed grant period.

Type of Application - Continuation.

Project Director, Project Administrator, and Finance Officer

Project Director - The person who will have day-to-day responsibility for managing the project.

Project Administrator - The person who has authority to formally commit the locality or state agency to complying with all the terms of the grant application including the provision of the required cash match. This **must** be the city, county or town manager; the chief elected officer of the locality, such as the Mayor or Chairman of the Board of Supervisors; or, in the case of a state agency, the agency head. If someone other than one of these officials has been delegated the authority to sign, and signs the grant application, provide a copy of the letter, memorandum or other document by which the signing authority was delegated.

Finance Officer - The person who will be responsible for fiscal management of funds.

It is extremely important that you provide e-mail address, fax as well as telephone numbers for each person.

Brief Project Description – A short description of the proposed project.

Project Budget Summary – Total figures from “Itemized Budget.”

INSTRUCTIONS FOR ITEMIZED BUDGET AND BUDGET NARRATIVE

Use the "Itemized Budget" forms to detail all proposed expenditures to be made with grant funds, including matching funds. This form can be downloaded from the DCJS web site at <http://www.dcjs.virginia.gov/forms/sectionForms.cfm?code=7&menuLevel=10&mID=6>

Matching Funds

It is important to remember that matching funds included in a grant budget are subject to the same requirements and conditions which apply to the federal or state funds awarded by DCJS. These include the certifications and assurances required to be submitted with the grant application and any conditions attached to the grant award.

Federal funds may be used to pay no more than 75% of project costs. The remaining 25% must be provided in cash from non-federal sources. In completing the grant application, localities and state agencies should show their match contributions in the "Subgrantee Match" column. Federal funds should be shown in the "DCJS Funds Federal" column.

The proposed grant budget must reflect match on a line-by-line basis.

Unallowable Costs

Grant funds, including match, may not be used for: firearms, ammunition and related equipment; clothing/uniforms; construction or renovation; land acquisition; lobbying and political contributions; honoraria; bonuses; personal entertainment such as tickets to sporting events; personal calls; alcohol; food and beverages; and luxury vehicles.

Budget Narrative

In addition to completing the Budget Itemization forms, you must also provide a Budget Narrative which explains the reason for each requested budget item and provides the basis for its cost. **All requested items must be thoroughly justified and clearly related to the proposed project or they will be deleted from the budget.**

Budget Categories

1. Personnel/Employees

- a) For Salaries: list each position by title (and name of employee, if available). Show the annual salary rate for the employee and the number of hours to be devoted to the project by the employee. The amount requested should take into account time needed to establish and fill new positions and the changing demands for personnel during the course of the project. Job descriptions and qualifications of staff should be on file at the implementing agency. The narrative should justify the necessity for creating new positions. Could present staff be reallocated? Could volunteers be utilized? Do all positions need to be full time? Are salary scales consistent with similar state or local wage scales? The workload must justify creating full-time positions. Employees who are paid in whole or part with grant funds (including match) must perform work for the grant-funded project in proportion to the amount of their pay provided by the grant.
- b) For employee benefits: Indicate each type of benefit included and the total cost allowable to employees assigned to the project.

2. Consultants

- a) For individuals to be reimbursed for personal services on a fee basis: List each type of consultant or service (with numbers in each category and names of major consultants when available), the proposed daily fee rate, and the amount of time to be devoted to such services. **Individual Consultant rates may not exceed \$450.00 per day.**
- b) For organizations, providing professional services, including professional associations and educational institutions: State the type of services being performed and estimated contract price.
- c) Consultant Travel and Subsistence: Estimate actual costs. These must be reasonable and adhere to the subgrantee's established travel policy.

Requests for funds for consultants will be very carefully screened. The narrative must clearly explain how the use of outside consultants will significantly and permanently enhance project effectiveness.

3. Travel

Itemize total travel expenses of project personnel by local mileage, non-local, and subsistence. Subgrantees may follow their own established travel rates if they have established travel policies. If a subgrantee does not have an established policy, the state travel policy must be followed. The state allows reimbursement for actual reasonable expenses. Transportation costs, such as air and rail fares, are at coach rates. The narrative should explain relevance of the proposed travel to job duties.

4. Equipment

Each item to be purchased must be separately listed with unit cost. Each item to be leased or rented must be separately listed with the cost associated with the lease or rental. The budget narrative must thoroughly explain the relevance and importance of each item to the project. Items not thoroughly justified will be deleted.

5. Supplies and Other Operating Expenses

All costs should be itemized within this category by major types (e.g., office supplies, training materials, research forms, telephone, and postage). The basis for cost computations should be shown ("x" dollars per month for office supplies; "y" dollars per person for training materials; telephone long distance at "z" dollars per month, etc.). Office rental costs must be reasonable and consistent with rents charged in the area.

6. Indirect Costs

These are costs that cannot be assigned to a particular category but are necessary to the operation of the organization and the performance of the project. Indirect costs will only be approved if the applicant has an approved rate from a cognizant federal agency. A copy of that approval must be submitted with the grant application.

7. Cash Funds From Sources Other Than The Grant

This item is included to permit those applicants wishing to do so to show any additional support which they may be providing to the proposed project, beyond the funds (both DCJS and match) actually applied for in the grant application budget. Funds shown in this item are not governed by the terms, conditions and assurances which apply to the grant award. List the source and amount of cash, other than required matching funds, that will help support this project.

ELEMENTS OF THE PROPOSAL

In this section the applicant is to describe what the project has accomplished during the current year, the goals and objectives the applicant intends to accomplish with the project in the new year, and how the applicant plans to carry out or implement the project. To complete this section of the application, please provide a brief narrative using the following format:

Project Accomplishment: Please describe the accomplishments of the project during the current grant period. In this section, include a discussion of any problems encountered during the current year and describe any changes in the types of problems the project will address.

Goals and Objectives: Each program has an established goal which was included in the original program description. A statement of an objective should set forth a particular quantified or verifiable result, which the project is attempting to achieve. It should also relate clearly and directly to the problems or needs identified. For SRO grants, a sample Objectives and Implementation Plan is attached for your review. Do not copy these examples verbatim.

Implementation: In this section, you should describe what you would do in order to accomplish the program's goal and objectives. Be as specific and as complete as possible. The activities should be directly related to the goal and objectives and the narrative must show that relationship.

Workplan: Describe the administrative steps or actions you will take to get your project "up and running" and to keep it running effectively and efficiently during the grant period. For each step, provide the dates by which you expect to complete it (examples: hire a project director, June 1-June 30; assemble project advisory committee, July 1-July 15; purchase necessary computers, May 10-24).

SRO Grant Profile Sheet: For SRO programs only, please complete and submit the form attached to these guidelines.

Attachments

- 1. General Grant Conditions and Assurances (Attachment A)**
- 2. "Certifications Regarding Lobbying; Debarment,...."**

These forms must be signed by the Project Administrator and returned with the grant application. Failure to include these forms delays the grant review process and may disqualify the application. The forms can be downloaded from the following DCJS web sites at

<http://www.dcjs.virginia.gov/forms/grants/usdoj.pdf>

<http://www.dcjs.virginia.gov/forms/grants/attachmentA.pdf>

SAMPLE SRO OBJECTIVES AND IMPLEMENTATION PLAN

The following is a list of objectives that may provide guidance in the development of your School Resource Officer program and grant application. These objectives and activities are ideas to assist you in developing your local program. Do not copy these examples verbatim. Should these examples furnish good objective or activity for your program, at a minimum you **MUST** change the numbers, percentage, demographics, and course topics, to reflect the local situation.

OBJECTIVE

Develop and implement a written plan of action outlining the SRO's methods for increasing school safety and meet with the principal at least weekly regarding the implementation of this plan. *(This plan may be the same as the goals and objectives developed for your grant, it can be revised objectives or it might even be an additional plan)*

Implementation Plan (activities)

- Attend SRO training classes such as those hosted by the Virginia Center for School Safety.
- Meet with the principal to concur about the goals, objectives, and activities of the SRO program.
- Document the agreed upon goals and objectives of the SRO program.
- Meet with the principal, or her designee, on a weekly basis to review progress toward school safety.
- Suggest two exercises that will occur during the school year: one evacuation exercise and one lock-down exercise to familiarize staff and students with the operational procedures of the crisis management plan.
- Review the school safety audit, identify areas of concern, and submit the recommendations for improvements in writing to the safety committee and principal.
- Volunteer to participate on the school safety audit team.

OBJECTIVE

Reduce the number of reported criminal offenses committed by students in the 2002-2003 school year by 15% when compared to the 40 reported criminal offenses during the previous school year. ***(The numbers and percentages are only examples of the baseline data that should be provided in your proposal. Insert local figures.)***

Implementation plan (activities)

- Provide instruction to educate students on inappropriate behavior so that they are aware of criminal code sanctions and the repercussions of their behavior.
- Attend quarterly PTA meetings, inform parents of the SRO's goals, and advise them of community resources that would be beneficial for parents with at-risk youth.
- Track the number of criminal offenses and offenders committing crimes on school property during each school year.
- Identify the most frequently occurring offenses and work with other resource persons (teachers, staff, truant officers, youth program directors, etc.) to develop strategies to curtail them.
- Maintain a monthly log outlining criminal behavior and intervention strategies taken to reduce it so as to identify the most effective intervention techniques for individual students.
- Announce and conduct quarterly random drug searches with detection dogs. Search schedules will alternate between the parking lot and inside the school.

OBJECTIVE

Identify students who have committed multiple crimes in the school during the previous school year (2001-2002) and reduce the number of reported offenses by half (or 50%) when comparing the current year with the previous year's offenses. The number of reported offenses for the 2001-2001 school year is _____. ***(The numbers and percentages are only examples of the baseline data that should be provided in your proposal. Insert local figures.)***

Implementation Plan (activities)

- Review crimes committed during the previous year and identify students who are “at risk” for committing multiple crimes.
- Identify community and agency resources available to assist students and parents to modify or eliminate behavioral problems.
- Meet with parents individually, inform them of the SRO's goals, and advise them of community resources that would be beneficial for parents with at-risk youth.
- Develop and facilitate a support group for parents with at-risk youth and meet with them monthly.
- Develop a youth Crime Solvers anonymous telephone reporting program and a telephone line where students can report a crime.
- Maintain regular formal contact with at-risk students, and meet with them ***in an office setting*** to discuss their progress and concerns.

OBJECTIVE

Identify 10 students who exhibit disruptive behavior and through intensive SRO supervision, reduce the number of their reported disruptions by 10% during the 2002-2003 school year. ***(The numbers and percentages are only examples. Insert local figures.)***

Implementation Plan (activities)

- Identify and coordinate community and agency resources to assist students and parents to reduce or eliminate students' problems or negative behavior.
- Refer students and parents to community and agency resources that will assist students in resolving their conflicts.
- Develop after-school anger management classes by using video programs and obtaining speakers skilled in counseling and anger management.
- Participate in after-school activities such as sports, and act as a mentor to youth.
- Guide students toward healthy activities such as participation in community recreation departments, boys and girls clubs, and after-school sports.
- Develop programs and alternative sources of information for students by using Virginia Center for School Safety's videos on bullying, anger management, and other topics.

OBJECTIVE

Increase by 25% the number of students who feel safe from the threat of bullying when comparing the results of surveys taken in the fall of 2002 to surveys conducted at the end of the 2003 school year. ***(The numbers and percentages are only examples. Insert local figures.)***

Implementation Plan (activities)

- Conduct an initial survey at the beginning of the school year and analyze the results to identify areas where students feel unsafe
- Discuss the results of the survey during a meeting with administrators and teachers and facilitate a discussion to identify three new methods to improve the school environment.
- Conduct a survey at the end of the school year to determine the effectiveness of anti-bullying strategies.
- Organize a meeting between school administrator, affected parents and students to develop a “No Contact Contract” where two antagonistic students agree, in writing, to stay away from each other.

OBJECTIVE

Reduce the number of suspensions for fighting, simple assaults, and threats by 30% when compared to 52 suspensions, which occurred during the 2001/2002 school year. (*The numbers and percentages are only examples. Insert local figures.*)

Implementation Plan (activities)

- Identify students being suspended.
- Develop a database of the types of offenses and determine the most frequent causes of suspension.
- Sit in on the reinstatement meeting between school and parents following a suspension.
- Develop an in-school detention program that will assist in resolving the issues relating to suspension-such as anger management, improving self-esteem, and behavior modification.
- Identify community resources such as agencies, organizations, or faith groups that may conduct workshops to help students resolve conflict or modify their behavioral problems.
- Meet with parents, inform them of the SRO's goals, and advise them of community resources that would be beneficial for parents with at-risk youth.
- Develop and facilitate a support group for parents of at-risk youth and meet with them monthly.

OBJECTIVE

Reduce truanancies by 50% during the 2002/2003 school year in comparison with the previous year. (*The numbers and percentages are only examples. Insert local figures and include the number of truanancies during the 2001-2002 school year as a base measure.*)

Implementation Plan (activities)

- Make at-home visits to students who are repeatedly absent.
- Refer students to appropriate school personnel, agencies, or other help groups.
- During peak truancy periods, set up a checkpoint at the exit of the school parking lot and check excuse slips.
- Participate in after-school activities such as sports, and act as a mentor to at risk youth.
- Refer students to school and community resources that can counsel students and their families.

OBJECTIVE

Increase by 255 the number of students and staff who have personal contact with a SRO during the 2001-2003 school year as measured by annual surveys. (Indicate local figures for last year, *the numbers and percentages are only examples.*)

Implementation Plan (activities)

- During the first week of school, provide one orientation/training to faculty and staff to educate the administrative body about the role and responsibilities of the SRO in the school-setting.
- Attend monthly faculty meetings to determine staff concerns and provide a presentation with current information concerning school safety.
- Develop and conduct an educational program for students and parents on the SRO and the role of law enforcement in schools.
- Participate in students' after-school activities such as sports, and act as a mentor to at-risk youth.
- Guide students toward healthy activities such as participation in community recreation department, boys and girls clubs and after-school sports, and actively participate in the activities with students.
- Sit in on reinstatement meetings between school and parents following a suspension.
- Develop and conduct quarterly in-service classes for teachers and staff in each of the following topics:

1. The role and responsibility of the SRO
2. Drug identification
3. Identifying at-risk youth
4. Virginia law, focusing on issues commonly associated with juveniles.

OBJECTIVE

Increase by 50 % the number of students and staff members reporting, through survey, that the learning environment is “very safe”. Pre- and post surveys will be administered to measure the increase number of students feeling very safe. (***The numbers and percentages are only examples. Insert local figures.***)

Implementation Plan (activities)

- During the first week of school, provide one orientation/training to faculty and staff to educate the administrative body about the role and responsibilities of the SRO in the school setting.
- Attend monthly faculty meetings to determine their concerns and provide current information concerning school safety.
- Develop and conduct an educational program for students and parents on the SRO and the role of law enforcement in schools.
- Meet with parents individually, inform them of the SRO’s goals, and advise them of community resources that would be beneficial for parents with at-risk youth.
- Develop a web page, e-mail service, or “tip box” where students can anonymously communicate with the SRO to report crimes and safety concerns.
- Attend quarterly PTA meetings and speak with parents informing them of the SRO’s role and responsibilities and discuss community resources that would provide assistance to parents struggling with their children’s problems.
- Review the school safety audit, make written recommendations for improvements, and submit them to the school safety committee and principal.
- Develop a school safety advisory counsel composed of students, teachers, parents, and staff to make safety recommendations to the school administration. Indicate if the SRO will coordinate the advisory council.
- Develop two mock scenarios to improve the effectiveness of the critical incident plan, and conduct the scenarios for teachers after school.

Note to grant writers:

The purpose of the last two objectives is to provide law-related instruction. However each objective provides alternative options for measuring instruction. In the first objective, the SRO attempts to increase students’ knowledge by 40% and the level of increased knowledge will be measured by pre- and post-testing. The last objective measures the number of students that received instruction by the SRO. In this objective, the measurement is the number of students taught by the SRO. Either objective is acceptable for this proposal, however some SRO’s might prefer one approach to the other.

OBJECTIVE

Increase student knowledge of law related matters and responsible driving by 40% by providing classroom instruction to students in the high school. Increased student knowledge will be measured by administering a test before class instructions and at the end of class instruction. (***The numbers, percentages and grade levels are only examples. Insert local figures.***)

Implementation Plan (activities)

- Identify subjects and topics to be taught.
- Obtain approval and coordinate the times of classes with teachers.
- Prepare curriculum, materials, and tests.
- Score and compare the pre- and post-test scores.
- Evaluate the effectiveness of the class and subject content.

OBJECTIVE

Increase one-hundred and fifty (150) students' knowledge of Virginia law, focusing on topics that are more commonly associated with juveniles. At least ten hours of instruction will be provided to the 6th, 7th, and 8th grade students. *(The numbers, percentages, and grades are only examples. Insert local figures.)*

Implementation Plan (activities)

- Identify subjects and topics to be taught.
- Obtain approval and coordinate the times of classes with teachers.
- Prepare curriculum, materials, and tests.
- Evaluate the effectiveness of the class and subject content.
- Document the number of students and classes by taking role.

Grant application materials follow on the remaining pages.

Grant Application

Department of Criminal Justice Services, 202 N. Ninth Street, Richmond, Virginia 23219

Grant Program:			
Applicant:			
Applicant FIN			
Jurisdiction(s) Served:			
Program Title:			
Grant Period:			
Type of Application:	<input type="checkbox"/> New <input type="checkbox"/> Continuation of Grant Number: _____ <input type="checkbox"/> Revision of Grant Number: _____		
	Project Director	Project Administrator	Finance Officer
Name:			
Title:			
Address:			
Phone:			
Fax:			
E-mail:			
Signature of Project Administrator:			
Brief Project Description:			
PROJECT BUDGET SUMMARY	DCJS Funds		Match
	Federal		Local
Personnel	\$		\$
Consultants	\$		\$
Travel/Subsistence	\$		\$
Equipment	\$		\$
Indirect Costs	\$		\$
Supplies/Other Operating Expenses	\$		\$
Totals:	\$		\$
Grand Total (Federal + Local): \$			

ITEMIZED BUDGET

1. Personnel/Employees				DCJS FUNDS	APPLICANT MATCH	TOTAL
a. Names of Employees	Position Titles	Annual Salary Rate	Hours Devoted	FEDERAL	CASH	
TOTAL:						
b. Fringe Benefits						
FICA % =						
Retirement =						
Other (itemize) =						
TOTAL:						
TOTAL PERSONNEL (a + b):						

2. Consultants (including Travel and Subsistence)

a. Individual Consultants			
Type:			
Hours Devoted:			
TOTAL:			
b. Organizations and Associations			
Type:			
Fee:			
Time Devoted:			
TOTAL:			
c. Consultants' Subsistence and Travel			
Number of Days:			
Rate/Day:			
TOTAL:			
TOTAL CONSULTANTS (a + b + c)			

3. Travel and Subsistence for Project Personnel

a. Local Mileage _____ X _____ per mile			
b. Non-local Miles _____ X _____ per mile			
c. Subsistence _____ days X _____ per day			
d. Air or other fares _____			
TOTAL TRAVEL:			

ITEMIZED BUDGET (Continued)

4. Equipment				DCJS FUNDS	APPLICANT MATCH	TOTAL
Type	Quantity	Unit Price	Purchase or Rental	FEDERAL	CASH	
TOTAL EQUIPMENT:						

5. Supplies and Other Expenses

Type	Quantity	Price			
TOTAL SUPPLIES AND OTHER:					

6. Indirect Cost

TOTAL INDIRECT COST:			

GRAND TOTAL:

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7. Cash Funds

Cash funds from sources other than grant program supporting this project - (itemize). (Do not add to requested Project Budget Summary accounts.)			
TOTAL:			

C. Project Budget Narrative:

(Explain the reason for each requested budget item and provide the basis for its cost. All items requested in the Itemized Budget must be thoroughly justified and clearly related to the proposed project or they will be deleted from the budget.)

D. Elements of the Proposal

Program Title:

Project Accomplishments

(Please describe the accomplishments of the project during the current grant period. In this section, include a discussion of any problems encountered during the current year and describe any changes in the types of problems the project will address.)

Goals and Objectives:

Implementation Plan:

(Describe, in narrative form, *what you will do* to accomplish the program's goal and objectives. Be specific and thorough. Activities should be directly related to the objectives.)

WORKPLAN / Implementation & Evaluation Plans

Byrne Memorial Grant Application

Applicant:			EVALUATION PLAN: Describe how you intend to measure whether or not objectives are accomplished. Identify statistical data or other information (documentation) that will be used to evaluate each objective. Describe measurement techniques that will be used.		
Program Title:					
IMPLEMENTATION PLAN	Planned				Actual
Objective/Activity	Begin	End	Begin	End	

SRO Grant Profile Sheet

Police Department or Sheriff's Office: _____

Address: _____

Telephone: _____ **FAX No:** _____

SRO Supervisor: _____ **Tel. No:** _____

Grant Administrator: _____ **Tel. No:** _____

School Resource Officer to Be Assigned (If known)

SRO Name: _____

Tel. No: _____

Fax No: _____

Email: _____

Years of Law Enforcement Experience: _____

Assigned School

School 1: Name: _____

Address: _____

Telephone: _____ **FAX:** _____

Grade Levels: _____ **Approximate Enrollment:** _____

Grade Levels: _____ **Approximate Enrollment:** _____

GRANT APPLICATION CHECKLIST

[A complete application consists of the forms contained in this guide (plus additional pages that may be required) and the signature pages from the attachments described in Section IV, page 16.]

- ❑ Has the first page of the Grant Application been completed, including Project Administrator's signature? [Administrator = city/town manager, county executive, mayor or chairman of the board of supervisors, or the agency director (for state agencies)]
- ❑ Have all applicable parts of the Grant Application, Itemized Budget been completed?
- ❑ **Does each budget item show the federal fund amount and cash match amount as well as the total? (75% / 25%)**
- ❑ Has a Project Budget Narrative been provided, explaining each item shown in the Itemized Budget?
- ❑ Does the Project Description contain the following:
 - ❑ Project Accomplishments?
 - ❑ Goals and Objectives?
 - ❑ Implementation?
 - ❑ A Workplan?
- ❑ Is this grant request for a SRO? If so, have you included the SRO Grant Profile Sheet?
- ❑ AND signed copies of the General Grant Conditions and Assurances and Certifications Regarding Lobbying; Debarment; Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements; two (2) signature pages total?
- ❑ Does the material being submitted include an original and three (3) copies (4 total) of the completed Grant Application?